



## United States Court of Appeals for the Fourth Circuit

### IT Security Analyst (Temporary)

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**Announcement #:** 2018-ITSAT  
**Location:** Richmond, VA  
**Grade/Salary:** CL-28 (\$60,440-\$98,216). Salary is commensurate with qualifications in accordance with the U.S. Courts Guidelines.  
**Closing Date:** Open until filled. Applications will be reviewed upon receipt.

**Appointment:** Full-time/Temporary - This is a temporary position for one year and a day, which may be extended.

*This position is eligible to participate in all federal employee benefits as described in the Benefits section.*

#### POSITION OVERVIEW

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The IT Security Analyst performs professional work related to the management of information technology security policy, planning, development, implementation, training, and support for court units within the Fourth Circuit. The incumbent provides actionable advice to improve IT security and serves as a team lead to fulfill security objectives within the court. The incumbent ensures the confidentiality, integrity, and availability of systems, networks, and data across the system development life cycle (SDLC), and creates, promotes, and adheres to standardized, repeatable processes for the delivery of security services. The IT Security Analyst pro-actively engages all users in security awareness and training activities to promote the appropriate use of best security practices within the court. The incumbent is responsible for implementing local security policies, processes, and technologies that are consistent with the national Information Security program as well as for collaborating with other judiciary stake holders, such as the Administrative Office and other court IT personnel, to identify and collectively advance security initiatives both within and beyond court unit boundaries.

#### REPRESENTATIVE DUTIES

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- Review, evaluate, and make recommendations on the court's technology security program, including automation, telecommunications, and other technology utilized by the court. Promote and support security services available throughout the local court unit.
- Provide technical advisory services to securely design, implement, maintain, or modify IT systems and networks that are critical to the operation and success of the local court unit. Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify the appropriate managers/personnel of the risk potential. Recommend changes to ensure IT systems' reliability and to prevent and defend against unauthorized access.
- Assist in the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures.
- Support the work of the IT Security Officer. Administer information security projects (or security-related aspects of other IT projects).
- Provide security analysis of IT activities to ensure that appropriate security measures are in place and are enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements.
- Serve as a liaison with court stake holders to integrate security into the system development lifecycle. Educate project stakeholders about security concepts, and create supporting

methodologies and templates to meet security requirements and controls.

- Assist in the creation and employment of methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the courts' information technology security services.
- Collaborate in development of mechanisms to promote awareness and adoption of security best practices.
- Other duties as necessary or assigned.

## **QUALIFICATIONS**

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### **Required Qualifications**

- A minimum of four years of professional IT security experience (to include at least one year equivalent to work at CL-27); a strong understanding of IT security best practices; and demonstrated ability to analyze, design, and implement security policies and procedures.
- Knowledge and expertise in the theories, principles, practices and techniques of network management and security, IT networks, network route/switching, computer hardware (routers, switches, core switches, wireless access controllers, wireless access points, firewalls, etc.) and software.
- General knowledge of Microsoft Active directory or x.500 networking software. Knowledge of the specific or comparable IT security software tools such as Foundstone, Nessus, data-loss protection, CyberArk, Beyond Trust, Centrify, Websense, Blue Coat, and/or McAfee. Knowledge of the Splunk Enterprise SIEM solution.
- Ability to analyze IT security problems and assess the practical implications of alternative solutions. Ability to identify and analyze security risks and to implement resolutions.
- Knowledge of anti-malware and endpoint security controls. Knowledge of IPSec and the ability to use it to protect data, voice, and video traffic.
- Ability to work with other court divisions within the circuit in order to collaborate on best practices.
- Skill in designing security architecture roadmaps and documenting architecture decisions.
- Ability to communicate professionally and with tact both orally and in writing as well as translate and document technical terms into non-technical language. Skill in training non-automation personnel in automation techniques and processes.
- Moderate travel is required as well as a valid driver's license. Duties may require working during non-business hours. Incumbents may be required to lift moderately heavy items.

### **Preferred Qualifications**

- Bachelor's degree from an accredited college/university in computer science or other related field.
- CISSP, CISM or equivalent certification is strongly desired.

## **EMPLOYEE BENEFITS**

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Vacation time accrues at a rate of 13 days per year. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of Agency-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan). The court offers a mass transit subsidy (budget dependent).

## **APPLICATION PROCEDURE**

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To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

to the HR Administrator at **ce04\_vacancy@ca4.uscourts.gov** in a single PDF document. Please include the title of the position in the subject line of the email. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

## **CONDITIONS OF EMPLOYMENT**

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Applicants must be citizens of the United States or meet requirements under current law. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a FBI background investigation that includes fingerprinting. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

**The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**